

GUARDIANSHIP (GS) CASE FILE CHECKLIST

*As of September 1, 2019, the courts will accept *only* 18-C forms (Rev. 9/19 or after)

Required at the time of filing:

- ☐ **FILING FEE** \$50 or **CV-067/191** Application to Proceed Without Payment of Fees and Indigency Affidavit
- ☐ **PB-005** AD/GS/NC Summary Sheet
- ☐ **PB-004** Social Security Number Confidential Disclosure Form(s)
- ☐ **PB-003** Jurisdictional Affidavit
- ☐ **Petition** (*check one*)
 - ☐ **GS-001** Petition for Appointment of Guardian of Minor
 - IF APPLICABLE:** ☐ **GS-003** Motion for Appointment of Guardian of Minor on an Emergency Basis (**note:** GS-003 can be filed only if GS-001 is filed at the same time or beforehand.)
 - ☐ **GS-009** Petition for Modification/Termination/Removal/Resignation of Guardian(ship)
- ☐ **GS-008** Acceptance of Appointment by Guardian of Minor

Please note: At the time of filing, the petitioner(s) will receive a date for the initial court appearance on the Petition and, if applicable, a date for the hearing on the Motion for Appointment of Guardian on an Emergency Basis. Thereafter, the petitioner(s) must serve the petition, hearing date(s), and other accompanying forms on the respondent(s).

If GS-003 Motion for Appointment of Guardian of a Minor on an Emergency Basis is filed with GS-001 at case filing or any time thereafter:

Required after the Judge reviews the motion:

- ☐ If the Court makes an *ex-parte* appointment, the petitioner(s) must provide notice of the following to all respondents:
 - ☐ **GS-004** Order Appointing Guardian of Minor on an Emergency Basis
 - ☐ **GS-013** Letters of Guardianship
 - ☐ **GS-005** Notice of Appointment and Order Setting Hearing on Petition for Appointment of Guardian of Minor on Emergency Basis
- ☐ If the Court does not make an *ex-parte* appointment, the petitioner(s) must provide notice of the **GS-019** Order Setting Hearing to all respondents.

Required BEFORE the hearing on the motion for emergency appointment:

- ☐ **GS-006** Affidavit of Notice (to be reviewed by the Judge).

Required to be filed BEFORE the final hearing on the petition may be held:

- ☐ **PB-008** Summons Adoption, Guardianship, and Name Change with Proof of Service (acknowledgement, green mail card, or sheriff return of service)
- ☐ **Proof of Service** (check all that apply)
 - ☐ Minor aged 14 or over
 - ☐ Primary caretaker during previous 60 days
 - ☐ Any living parent, or if none, the nearest kinship adult that can be found
 - ☐ Any person nominated to be guardian by the minor
 - ☐ Any appointee of a parent whose appointment has not been prevented or terminated
 - ☐ Any guardian or conservator currently acting for the minor in this state or anywhere else
- ☐ **GS-017** Child Support Affidavit
- ☐ **GS-018** Child Support Worksheet